

KEY PERSONNEL RESUMES

POSITION (TITLE AS REFERENCED IN RFP):

If you need additional sheets for the section above, please indicate here ____ and attach.
No more than 4 pages per resume (not including instructions) will be accepted.

Length of Time in Present Position

Results:

**Department of Commerce
US Patent and Trademark Office
RFP DOC-52-PAPT-05-01006**

Title/Job Position	COMPANY NAME	Length of Time in Position
EXPERIENCE: <div style="margin-left: 20px;">■ MAJOR RESPONSIBILITY <i>Results:</i></div> <div style="margin-left: 20px;">■ OTHER RESPONSIBILITIES <i>Results:</i></div>		

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EDUCATION AND CERTIFICATIONS

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Instructions

1. **Acquisition of Key Personnel:**

The Offeror must submit a letter of commitment for any proposed personnel not currently employed by the prime/subcontractor(s) committing the employee to work for the prime/subcontractor contingent on award of the contract and showing the agreed to fully burdened labor rate.

If any of the proposed key personnel are not currently employed with the Offeror or not currently available, the Offeror must describe a plan to acquire the needed key personnel by contract start date.

2. **Heading:**

KEY PERSONNEL RESUMES

NAME:	POSITION (TITLE AS REFERENCED IN RFP):
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- a. Place name of proposed key personnel for proposed position.
- b. Place proposed key personnel title as is referenced in RFP

3. **Background and Skills:**

BACKGROUND	SKILLS
Has over _____ years of professional experience, including _____ <small>Total Years</small> <small>Related Years</small> solid years directly related to Position (Title as Referenced in RFP). Please add Relevant Background Comments: 	Please add Relevant Skills: ■ ■ ■ ■ ■ ■

- a. Place appropriate years of (total and related) experience in blanks, and add background information applicable to the position.
- b. Place only skills information relevant to the position.

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Relevant Experience:

RELEVANT EXPERIENCE		
Current Title/Job Position	COMPANY NAME	Length of Time in Present Position
<div>EXPERIENCE:</div> <div><div>■ MAJOR RESPONSIBILITY</div><div><i>Results:</i></div></div> <div><div>■ OTHER RESPONSIBILITIES</div><div><i>Results:</i></div></div>		

Address the proposed key person's prior related experience, training, accomplishments and awards in related or similar work. Include the date(s) the proposed key person acquired the aforementioned items. Provide an explanation of how the aforementioned items are applicable to the work required in the RFP.

- a. Place the Title, Company Name, Length of Time in Present Position (including number of months and years proposed key person has been in present position.)
- b. Please describe in succinct terms, responsibilities of the proposed key person, and describe the results attained.

5. **Education:**

EDUCATION AND CERTIFICATIONS
<div>■ <Current educational degrees seeking> <Example: Graduate Program, MS Industrial Engineering- University of Tennessee, ongoing></div> <div>■ <Current educational degrees attained> <Example: BS, <i>summa cum laude</i>, Computer Science – Carnegie Mellon, December1994></div> <div>■ <Current applicable and maintained Certifications></div>

Address the proposed key person's educational background. Include the date(s) the proposed key person acquired the education.

- a. Place the Degree/Program and Major, University/College or Organization, and specific date information.
- b. Place ONLY current applicable certifications received.